



JOB POSTING

Position: Hourly Laborer

Dept: Cemetery

Reports To: Foreman

FLSA: Non-Exempt

Content revision date: 7/23/04

Position Responsibilities (include but are not limited to the following):

- Cutting, trimming and weeding grounds
- Periodic maintenance of buildings, fences and roads
- Landscaping duties
- Dig and pour foundations
- Leaf and snow removal

Knowledge, Skills, and Abilities Required:

- Working ability to prioritize assignments
- Considerable ability to work well with others
- Working ability to solve problems
- Able to work overtime as needed
- Ability to learn and operate a variety of lawn and heavy equipment
- Must have valid driver's license

Minimum Qualifications:

Education/Training: High School Diploma or equivalent

Experience: Experience operating lawn care equipment preferred

Working Conditions: Outdoors, heat, rain, cold

Physical Requirements:

- Ability to lift at least 75lbs
- Able to bend, stoop & flex in order to complete responsibilities of position
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)

<p><i>Internal Candidates</i> must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.</p>
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How To Apply: Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: HR@terrehaute.in.gov

Applications will be accepted until the position is filled.